

Minutes of the
Subcommittee for RFP Requirements for Long Term Planning Consultant
May 6, 2014

The meeting was called to order at 7:00 p.m. at the Administration Building with the following in attendance: Karen Bachus, Jennifer Ahearn, Neena Savage, Jennifer Mann, Celeste Mullane, Mary Iadevai, and Dean Burdon

Call for vote on the Minutes of the April 29th meeting: The April 29th Minutes were amended as follows: adding to the attendance list Mary Iadevai; correcting the word “contact” to “contract,” and to add the request for creating a mailing list and list of committee members and contact information to share. It was also requested that the following logistical questions for RFP Development/Selection Process be added, i.e.:

1. Who is the key person responsible for coordinating the development, distribution and receipt of the RFP?
2. Who will be the key contact for answering RFP questions?
3. Who/how will qualified consultants be identified and requested to bid?
4. Who will be responsible for evaluating and ranking the responses to the RFP?
5. What statutes and/or procurement guidelines must be followed in developing the RFP?
6. Who will be responsible for final selection?

MOTION 2014-5: Moved by Ms. Mann, seconded by Ms. Mullane, to accept the Minutes as modified.

MOTION PASSES

Review of the Professional Educational Planning Firm to Provide a Comprehensive Long-Term Master Education and Facilities Plan, put together by Ms. Savage, Ms. Mann and Mr. Duncan. The draft RFP is broken down into five parts: the introduction and general information with background on the current state of the School Department; the scope of services required by the consultant, including firm qualifications; project goals and require reports; proposal instructions, the evaluation and selection process; and terms and agreements. The draft is for a professional educational planning firm to provide a comprehensive long-term master education and facilities plan.

Ms. Mullane asked how much was set aside for this process. Ms. Bachus commented that \$150,000 has been allotted for the hiring of a consultant for the project, but thought they would be able to double that amount. Other school districts have completed similar initiatives for between \$150,000 and \$500,000.

Ms. Ahearn suggested adding phases and costs for each phase, as providing detailed phases of 5 years, 10 years and 15 years to achieve a 20-year plan would help the overall vision for the future of the district and help with planning the required cost for each year.

Mr. Burdon commented rely on the expertise of the hired consultant, but still be firm in what the district wants to see at the end. Tell them what we want, because if we don't, they will give you what they want and it might not be what we want at the end. Both Ms. Mann and Mr. Burdon further said that the RFP should include areas that need to be studied and the questions the district has, but it cannot include specifics to be included in the final plan created by the consultant. Mr. Burdon said the hourly rate for each individual should be asked for so overtime or extra work can be considered based on the hourly rate.

A reasonable timeline for the consultants to respond to the comprehensive RFP would be 60 days. If work done in house is provided, it might cut fee. The City's current Comprehensive Plan, the Warwick Schools Strategic Plan, financials, IT technology inventory and RIDE regulations all need to be included with the RFP. Ahearn agreed supplying the current documents, as well as contact information for important players in Warwick Schools such as Chief Budget Officer Anthony Ferrucci and Superintendent Richard D'Agostino, would be helpful.

Discussion regarding budgeting and creating a contingency plan depending on how much the district can afford. Ms. Mann said each option should have a contingency plan built into it.

Ms. Bachus brought up the news that the Mayor is supporting the creation of a Kent County Mayoral Academy charter school. Although it has been reported that the school would be in Coventry, not Warwick, it could still take Warwick students and funding away from public schools. This is a concern as we are trying to plan and improve what we have.

There is a need for specific mention of a transportation study in the RFP request since a big part of facilities is the need for students to get to the building. Providence has an agreement with RIPTA to provide transportation for students. The consultant should look at how feasible alternative options for Warwick are, such as different school bus companies or creating an agreement with RIPTA similar to the one Providence Mayor Angel Taveras created for Providence schools, which is cheaper than agreements with First Student and it might be worthwhile looking into. Ms. Ahearn commented that in Massachusetts they charge for transportation.

Ms. Bachus also mentioned the need for a little more curriculum study, especially since there is no mention of Common Core in the RFP and looking at how that will integrate into the system.

Each committee member will read through the draft and send suggestions and edits to Ms. Savage and she will update the document for discussion at the next meeting. The next meeting will be held on May 20th at the Administration Building.

Public comment: Patricia Nazareth commented on the issue of how many students are actually using the busing as people drive their children to school. Darilyn Gorton commented on the expertise that she heard this evening and appreciated the time members were investing. She said many people are moving out of the community. She has a concern about renewable energy and asked if solar panels were being looked at and also commented about staffing and concerns about adding administration.

MOTION 2014-6: Moved by Ms. Mann and seconded by Ms. Ahearn to adjourn the meeting.

MOTION PASSES

Meeting adjourned at 8:30 p.m.